

CERTIFIED TEXAS CONTRACT MANAGER (CTCM) EXAMINATION STUDY GUIDE

Taken from CPA Training Courses

Contract Management & Source Selection (CMSS)

Planning the Contract

Effective Communications

- Statement of Work

Functional Application

- Two Basic Types of Audits

Pre-Award Consideration

- Baseline and CAT

Preparing for Contract Administration

- Three-O-'s Phases
- Duties & Roles of the Contract Administration
- Steps in the Contract Management Plan
- Contract Management Plan
- Contract Law

Contract Management Guide (part of CMSS course)

Chapter 1: Contract Advisory Team (CAT)

Chapter 2: Technology Contracts

Chapter 3: Preparing the Solicitation

- HUB Requirements
- Preparing the Solicitation
- HUB Subcontracting Report
- Best Value Consideration

Chapter 6: Contract Formation

- Legal Elements of a Contract

Chapter 7: Contract Administration

- Contract Administration
- Contract Close Out
- Change Management
- Proposal Evaluation and Award

Appendix 1

- RFP Template

Vendor Performance

Review of Major Contracts

Determining the Procurement Method (IFB)

Negotiation Techniques (NT)

Module 1: Analyzing the Situation

- BATNA
- Integrative vs. Distributive
- Reviewing Needs

Module 2: Preparing for Negotiations

- Setting Interests

Module 4: Controlling the Negotiating Session

- Why do Negotiations Stall?
- Countering Objectives
- Brainstorming

Project Management (PM)

Risk Management Planning

Change Management

Communication

Cost Management

Earned Value Analysis

Knowledge Areas

Managing Constraints

Project Charter

Project Closeout Process

Project Initiation

Project Life Cycle

Project Management

Project Management Software

Project Objectives

Quality Controls and Techniques

Quality Planning

Risk Management

Risk Management Planning

Scope Planning

Team Building and Leading

Team Leading

Why Projects Fail/Ensuring Project Success

Work Breakdown Structure